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Fall 2015

## EDHP 4998

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*University of New Orleans*

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## Conceptual Framework:



Our conceptual framework, the theory-practice-research interaction model, permeates the programs preparing candidates for professional roles in school settings. As candidates progress through their professional studies, they are introduced to formal theories and concepts that are validated by research, which along with their personally held beliefs and assumptions, inform their professional practice. As candidates engage in various field experiences included in their program of study, observation and study of professional practices inform and refine the educational health theories and concepts they construct. Our goal is to have our candidates internalize the theory-practice-research interaction model, as they develop into reflective practitioners constantly reassessing the educational health theories, beliefs, and assumptions they embrace.

### EDHS/EDHP 4998: Practicum Health

**Schedule:** Tuesday and Thursday, 9:30am – 10:45am  
**Professor:** Carlen L McLin, Dr.PH, MPH, R.Ph.  
**Office:** ED-348P  
**Phone:** (504) 280-1030  
**Office Hours:** Tuesdays & Thursdays 9:00am – 11:00am;  
Wednesday 10am–12 pm or Monday & Friday by appointment  
**Email:** cmclin@uno.edu

**Course Description:** A practicum is a field experience in a health delivery system agency with the responsibility to develop, implement, evaluate and document a health administration/education program, which meets the needs of the placement agency. The practicum requires a minimum of 136 clock hours per semester of student involvement and must be undertaken in the final year of academic study. Organizations may negotiate with the student for additional hours if desired, scheduling of practicum hours, etc., as students schedule permits.

Successful completion of this course will enable the student to:

1. Gain first-hand experience in health care promotion, education, etc. (particular to site)
2. Develop a practical, in-depth understanding of how one particular health care organization functions, both at the executive and operational levels.
3. Apply the skills and knowledge gained in the classroom to actual health care situations.
4. Observe how health care educators cope with time and resource constraints.
5. Develop a personal, mentoring relationship with a practicing health care administrator/provider.
6. Understand the health care industry's values and the expectations of its leaders.
7. Fulfill the field experience requirements for the bachelor of science degree in health performance & health promotion.

**Required Text:**

No formal textbook is required. **The University of New Orleans Guide to the Field Placement/Practicum (will be distributed in class).**

**Course Format:** The format of the course includes experiential learning, approximately 3-4 class sessions, and library research. The Moodle system will also be used to post updates, assignments, and grades. Please learn to access the system.

**Expectations of Students regarding the course:**

The practicum is a joint undertaking between three (3) parties:

1. The student;
2. The preceptor (host organization and its representative); and
3. The Practicum Coordinator, Department of Educational Leadership, Counseling, and Foundations, Health Performance & Health Promotion Program.

**Essential Elements:**

While individual field experiences vary, three essential elements are common to all:

1. The Preceptor: Each student is guided by a key member of the host organization. The preceptor acts as the student's mentor, introducing the student to the organization, assigning projects, and evaluating the student's performance.
2. Meaningful Professional Experience: The field experience/practicum is an introduction to the professional responsibilities and culture of the health care system. The student is assigned increasingly significant professional duties as skills develop.
3. Educational Value: The field experience/practicum is primarily a learning experience, providing an opportunity for the student to integrate the knowledge and skills acquired in the classroom into a functioning health care system.

**Responsibilities of the Students:**

1. Apply Theoretical Knowledge: The student will undertake the practicum in the final year of the degree curriculum. The student will have a foundation in human performance and health promotion. The student will also have chosen from a set of advanced electives, thus bringing in-depth knowledge of a particular area to the field experience/practicum.
2. Display Professionalism: The student is expected to behave in a discreet and professional manner at all times. Confidential matters concerning the host organization are not shared with students, faculty or other individuals.
3. Perform Successfully: The student has the primary responsibility for the success of the field experience. The student is expected to (1) take the initiative in seeking responsibility; (2) perform diligently in all assigned tasks; (3) obtain regular feedback from the preceptor; and (4) follow the guidance of the preceptor.

4. **Submit Final Report:** At the conclusion of the practicum, the student must submit a final report to the practicum coordinator. The final report should be between one and three pages and should include: (1) a summary of the field/practicum activities; (2) a list of the student's major projects and accomplishments; and (3) the student's evaluation of the field experience/practicum, which addresses the interaction with the preceptor and other health care providers with whom the student worked closely.

**Attendance:** To realize the full benefits from this course, attendance and participation is important. Attendance at the practice site is MANDATORY and must be documented on the appropriate time sheet by the student and verified by the preceptor each day. The practicum covers an approximate 15 weeks a semester. Students will be required to spend nine (9) to ten (10) hours per week for 15 weeks with a total of 136 hours. Students will be expected to establish a schedule with the preceptor on the first day of internship.

An anticipated absence must be cleared three (3) days prior to the date that you need to be excused from the site

Any unexcused absence at the practicum site or required meetings on campus may result in the requirement to repeat the practicum. Excused absences in excess of 10%, for whatever reason, may result in the requirement to repeat the practicum. All absences shall be reported by the student prior to the expected arrival at the site to both the preceptor and the coordinator of the practicum. In addition, students must also complete the student absentee form and return it to the practicum coordinator within 48 hours. (See Student Absentee Form in Manual)

**PLEASE NOTE:** In the event of an unauthorized absence, the decision regarding the student status will be determined by the preceptor and the coordinator of the practicum.

**TARDINESS:**

A limitation of three (3) occasions of tardiness has been instituted in the practicum. Exceeding this number shall result in failure of the practicum.

**Activities: Requirements of the practicum**

**To enroll in the practicum the student will need to:**

- Determine the purpose of the practicum
- Determine the location of the practicum
- Determine the on-site sponsor for the practicum and contact the on-site supervisor
- Determine the days and times for the practicum.

**Abstracts and Model of Best Practices**

Students will locate and read 6 library sources that specifically relate to the function of the host organization. For example, a cardiac rehab practicum would require library sources that deal with the nature and function of cardiac programs. The sources will be abstracted and placed in a journal. The purpose of the readings will be to develop a model of best practices. Thus, as the practicum student is completing their hours, the students will have a reference for comparison-what I'm seeing vs. what I should be seeing.

### **Class meetings**

All students will meet as a group three times during the semester to discuss the practicum. These meetings are the first week of class, at mid-term and the last meeting day of classes. All library readings will be completed at mid-term. Attendance will be mandatory.

### **MAINTENANCE OF AN ACTIVITY LOG BOOK/JOURNAL**

All students are required to maintain a daily activity log book/ journal that may be examined by the coordinator or preceptor at any time during the practicum. The activity log can be kept in a composition notebook, other bound book or e book. It should contain a daily log of all activities of the student. Because the possibility exists that the log book could be lost or misplaced, it is imperative that NO patient information or other confidential or proprietary information be kept in the log book.

The journal

A journal will be maintained with the following information:

- Abstracts
- Log-in and log-out time sheet(s) (in manual)
- A daily entry of observations and occurrences of significance including comments related to the goals/objectives/competencies of the practicum
- Site specific brochures and printed material
- Others items as needed or required

### **PATIENT CONFIDENTIALITY**

Patient confidentiality and privacy of medical information are of extreme importance in today's health care environment. Patient information (including patient charts, prescriptions, medication orders, medical history, insurance information, etc.) cannot be removed from the practice site. None of the above mentioned information may be written on or photocopied. No patient's specific information may be identifiable for that patient by another person if the information were to leave the practice site.

Any student caught removing patient information from the practice site, or caught photocopying patient information will automatically receive a failing grade for the practicum.

### **Hours to be completed**

For three credit courses, the student will be required to perform on-site attendance e for a period to include a minimum of 136 hours. For two and one credit courses, utilize a ratio based upon 2/3 or 113 of 136 hours. Attendance at the meetings will be adjusted accordingly. Note: The practicum hour count cannot begin until the semester officially begins unless otherwise arranged.

The student will be expected to discuss their practicums in the group meetings.

**Course Evaluation:****Category****Possible points**Journal

Model of Best Practices	25
Abstract, article selection and quality	25
Journal observations (w/ objectives highlighted)	25

UNO supervisor evaluation Based on feedback with the on-site supervisor and the student, attendance at meetings	75
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On site supervisor evaluation (complete evaluation in manual)	150
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## Attendance

## Performance

Ability to work with others (Staff, Clients)

Ability to work independently

Professional demeanor

Dress

Punctuality

Response to direction

Initiative

Voice/language

Total Possible Points	300
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**Grading Scale**

A = 100- 90

B = 89 - 80

C = 79 – 70

D = 69-60

F = Below 60

**Course Etiquette:** As a courtesy to the class members and the instructor:

- Please arrive to your site on time; preferably 15 minutes ahead of time.
- Abide by the UNO policy on Cell Phone Use which is that" while a class is in progress, all wireless devices must be turned off or switched to their silent mode. Any audible signal, ringing, or otherwise, transmitted by an electronic or wireless device, whether during an instructional class or while in the Library, is strictly prohibited...Further, talking on cellular phones while in attendance of an instructional class....is strictly prohibited.
- Please review your manual for other guidelines.

### Important Note about Academic Dishonesty:

Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to, the following: cheating, plagiarism, tampering with academic records and examinations, falsifying identity, and being an accessory to acts of academic dishonesty. Refer to the UNO Judicial Code for further information at

[http://www.studentaffairs.uno.edu/studentpolicies/policymanual/judicial\\_code\\_pt1.cfm](http://www.studentaffairs.uno.edu/studentpolicies/policymanual/judicial_code_pt1.cfm)

Any occurrences of academic dishonesty will be handled according to the guidelines in the UNO Judicial Code and can result in failure of assignments or the course.

**Note regarding Special Accommodations:** Any student with a documented physical, learning or other disability will receive the academic modifications for which they are legally entitled. The student is responsible for contacting the Office of Student Disability Services (UC-260) at 504-280-6222 to complete registration and obtain assistance.

The Office of Disability Services (ODS), in conjunction with the Office of Academic Affairs Campus administrative policy regarding the accommodations of students with disabilities, has two primary objectives: 1) to ensure compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA) in regard to equal access for qualified students to academic programs; and 2) to uphold the academic integrity of UNO. When these two objectives are met, those students who qualify for services based on clear, comprehensive, and relevant documentation will receive those services or academic modifications for which they are legally entitled.

### Proposed Schedule\*

Date	Topic	Reading Assignment
8/20	Introduction to the Course	
8/25	Continuation of Introduction	
10/8	Mid-Term Meeting	6 Abstracts due
12/3	Last day/Final	Log Book/Journal/Model of Best Practices and final abstracts

\*The schedule is subject to change due to many factors including unforeseen influences, student and instructor preferences. Please keep informed by checking Moodle.

## Classroom Conduct

Students are expected to speak and to act toward their instructors and fellow classmates in a respectful and courteous manner.

Inappropriate conduct is defined as any conduct whose intent or outcome results in the interruption or disruption of the learning process. Following are examples of inappropriate conduct. Failure to engage in appropriate classroom conduct may result in a lower course grade or other suitable penalty.

1. Use of computers and smart electronic devices: Unless deemed by the Instructor as pertinent production equipment for a specific in-class exercise, the use of personal computers and other smart electronic devices is **PROHIBITED**. Too many students have used these devices to browse the internet and perform distracting tasks not relevant to class activity. Under no circumstances may cell phones, cameras, and similar devices be within proximity of written tests. While in class students are expected to participate actively in discussions and/or other activities. Abide by the UNO policy on Cell Phone Use which is that "while a class is in progress, all wireless devices must be turned off or switched to their silent mode. Any audible signal, ringing, or otherwise, transmitted by an electronic or wireless device, whether during an instructional class or while in the Library, is strictly prohibited...Further, talking on cellular phones while in attendance of an instructional class...is strictly prohibited.
2. Adopt a positive attitude: Having a positive attitude ensures that you're open to learning. The two questions guaranteed to turn any teacher off are: "Are we doing anything important today?" and "What time will we get out?" These do not reflect a positive attitude.
3. Treat your instructor as a valuable resource: They have information you need. Focus your attention and concentrate on what is being said. If you don't understand something, put up your hand or make eye contact with the teacher, and wait to be acknowledged. Do not speak while the instructor is speaking. It is rude and ultimately you are the person who loses out.
4. Arrive on time: It is the instructor's decision to deny access to class if you are late.
5. Do not schedule other activities during class time: Arriving late or leaving early is discourteous and can be extremely disruptive. Please arrange appointments for times other than when class meets. If you must leave early (for a justifiable reason), please inform your instructor at the beginning of the class that you must leave and at what time.
6. Be aware of how you communicate: Your tone of voice and your facial expressions are just as important as your words. There is a difference between being assertive and being aggressive; standing up for your rights doesn't include shouting or being abusive. Do not start off a conversation with an accusation. Talking to other classmates while the instructor and/or another student are talking is discourteous and disruptive and is not acceptable. Be aware of your choice of words: Shouting, name calling, vulgar language and denigrating remarks are definitely not appropriate. Make sure your language is acceptable for the classroom environment.



7. Professionalism: Students are expected to display professionalism and courteous behavior towards classmates and instructor. Disruptive, unprofessional behavior in this class will not be tolerated. Irresponsible professional behavior that reflects negatively on the department may result in academic penalties; inappropriate behavior will be dealt according to the university regulations.
8. Eating and Drinking: Strictly against college policy and is forbidden.
9. Attendance is Mandatory: You must present appropriate documentation for an excused absence. Absences may result in the lowering of your grade.
10. Academic Dishonesty: In conjunction with examinations, projects and written assignments, it should be noted that severe penalties – including failure in the course and even expulsion from the university – might be applied for any infraction of accepted academic rules of honesty. It is understood there shall be no sharing of information on any examination: there shall be no reference to any notes during any test or quiz.

Please sign below, detach, and turn in to instructor

I have read the above brief explanation of appropriate classroom conduct. I understand what it is and am aware of the consequences if I should be guilty of inappropriate classroom conduct, either intentionally or unintentionally.

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Date

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Signature

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Name (print)

#### Important Dates\*

Last day to adjust schedule w/out fee 08/18/2015  
Semester Classes Begin ..... 08/19/2015  
Last day to adjust schedule w/fee,  
or withdraw with 100% refund 08/25/2015  
Last day to apply for December commencement 09/25/2015  
Final day to drop a course or resign 10/14/2015  
Mid-semester examinations 10/05-10/09/2015  
Final examinations ..... 12/07-12/11/2015  
Commencement ..... 12/18/2015

*\*Note: check Registrar's website for Saturday and A/B sessions, and for items not listed here:*  
<http://www.registrar.uno.edu>

#### Fall Semester Holidays

Labor Day ..... 09/07/2015  
Mid-semester break ..... 10/15-10/16/2015  
Thanksgiving ..... 11/26-11/27/2015

#### Withdrawal Policy – Undergraduate only

Students are responsible for initiating action to resign from the University (withdraw from all courses) or from a course on or before dates indicated in the current Important dates calendar. Students who fail to resign by the published final date for such action will be retained on the class rolls even though they may be absent for the remainder of the semester and be graded as if they were in attendance. Failure to attend classes does not constitute a resignation. Check the dates on the Registrar's website, <http://www.registrar.uno.edu>. Please consult The Bulletin for charges associated with dropping and adding courses.

#### Incomplete Policy – Undergraduate only

The grade of I means *incomplete* and is given for work of passing quality but which, because of circumstances beyond the student's control, is not complete. The issuance of the grade of I is at the discretion of the faculty member teaching the course. For all graduate and undergraduate students, a grade of I becomes a grade of F if it is not converted before the deadline for adding courses for credit (as printed in the Important Dates Calendar) of the next regular semester including summer semester.

#### Repeat Policy

When a student is permitted to repeat a course for credit, the last grade earned shall be the one which determines course acceptability for degree credit. A student who has earned a C or better in a course may not repeat that course unless, (1) the catalog description indicates that the course may be repeated for credit, or (2) the student's Dean gives prior approval for documented extenuating circumstances.

#### Graduate Policies

Graduate policies often vary from undergraduate policies. To view the applicable policies for graduate students, see the Graduate Student Handbook:

<http://www.uno.edu/grad/documents/GraduateStudentHandbook2014.pdf>

#### Academic Dishonesty Policy

<http://www.uno.edu/student-affairs-enrollment-management/documents/academic-dishonesty-policy-rev2014.pdf>

#### Safety Awareness Facts and Education

Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:

<http://www.uno.edu/student-affairs-enrollment-management/>

#### UNO Counseling Services and UNO Cares

UNO offers care and support for students in any type of distress. Counseling Services assist students in addressing mental health concerns through assessment, short-term counseling, and career testing and counseling. Find out more at <http://www.uno.edu/counseling-services/>. First-year students often have unique concerns, and UNO Cares is designed to address those students succeed. Contact UNO Cares through <http://www.uno.edu/fye/uno-cares.aspx>.

#### Emergency Procedures

Sign up for emergency notifications via text and/or email at E2Campus Notification:

<http://www.uno.edu/ehso/emergency-communications/index.aspx>. All emergency and safety procedures are explained at the Emergency Health and Safety Office: <http://www.uno.edu/ehso/>.

#### Diversity at UNO

As the most diverse public university in the state, UNO maintains a Diversity Affairs division to support the university's efforts towards creating an environment of healthy respect, tolerance, and appreciation for the people from all walks of life, and the expression of intellectual point of view and personal lifestyle. The Office of Diversity Affairs promotes these values through a wide range of programming and activities. <http://diversity.uno.edu/index.cfm>

#### Learning and Support Services

Help is within reach in the form of learning support services, including tutoring in writing and math and other supplemental instruction. Visit the Learning Resource Center in LA 334, or learn more at <http://www.uno.edu/lrc/>.

#### Affirmative Action and Equal Opportunity

UNO is an equal opportunity employer. The Human Resource Management department has more information on UNO's compliance with federal and state regulations regarding EEOC in its Policies and Resources website: <http://www.uno.edu/human-resource-management/policies.aspx>